

<p style="text-align: center;">Ladywood School</p> <p>“ALARP” is short for “as low as reasonably practicable”... concept of “reasonably practicable”; this involves weighing a risk against the trouble, time and money needed to control it. Thus, ALARP describes the level to which we expect to see workplace risks controlled.”</p> <p>https://www.hse.gov.uk/risk/theory/alarpglance.html</p>	<p>Class Bubbles/ Zones within school building</p>	<p>Completed 4.8.2020</p> <p>Reviewed: 8.9.20</p> <p>Reviewed 16.10.20</p> <p>Reviewed 9.11.20 (The guidance has been amended to take into account the national partial lockdown, with the particular modification highlighted here in pink)</p> <p>Reviewed 6.1.21 Guidance has been amended following the announcement of National Lockdown on the 4.1.21, particular modifications highlighted in blue</p> <p>Guidance amended following wider opening 22.2.21, particular modifications highlighted in green</p> <p>Guidance amended May 2021, particular highlights in turquoise</p> <p>Guidance amended July 2021, particular highlights in yellow</p> <p>Guidance amended September 2021, particular highlights in purple</p> <p>Guidance amended November 2021, particular highlights in red</p> <p>Guidance amended December 2021, particular highlights in grey</p>
<p>Task/Activity: September Opening of Ladywood School. Development of bubbles with school building</p> <p>January 2021 The guidance includes new information with regard to school closures until February half term for all but the children of critical workers/ vulnerable Children</p>	<p>Medication: Bubble information to include individual needs.</p>	<p>SLT: S Tailor</p> <p>Signature:</p>

December 2021

In the case of any new variant, Ladywood school will respond to all government guidance and implement all required changes

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment, stairs, doors, lifts etc	Who might be harmed and how? e.g. staff, service users, visitors etc.. and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
Cross contamination from one person to another	Pupils Staff	<p>Advice from Public Health to reduce number of visitors to school following an increase in positive covid cases</p> <p>Staff that are vaccinated and all pupils should take a lateral daily for 7 days, if they are viewed to be a close contact. Unvaccinated staff to isolate as advised by NHS test and trace.</p> <p>Staff rooms to be zoned and maximum occupancy adhered to.</p> <p>Parents Information Evening- Parents will be allocated a strict 10 minute meeting slot. There will be a maximum of 2 people per family (including children) able to attend the meeting. Parents are asked to complete a Lateral Flow Test before attending Parents Information Evening and do not attend if this is a positive result or you have any of the Covid-19 symptoms. Parents are asked to wear a face covering and respect all social</p>	<p>See Infection Control Poster</p> <p>Relocate School Finance Officer and erect screens between</p>	C	SLT All staff		

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		<p>distancing and hygiene measures at all times.</p> <p>CO2 monitors to be placed in identified spaces and monitored by site staff</p> <p>Advice altered to Stay Home; Majority of pupils to remain at home and access Remote Education. Pupils in school limited to critical worker children and vulnerable</p> <p>Staff working mainly at home and a rota system for in school devised.</p> <p>All Staff working within Ladywood School have been offered the vaccination.</p> <p>All staff working within Ladywood have been offered fast tracking access to the Booster.</p> <p>Staff to wear face masks within staffroom when moving around.</p> <p>All staff, and anyone working within the wider Ladywood community including cleaners, kitchen staff and supply staff, have been offered the opportunity to be involved in weekly Lateral Flow Testing</p> <p>All staff to mix freely within the school environment and</p>	<p>desks in the office where staff sit opposite each other.</p> <p>Attention given to track and trace guidance – 2m for more than 15min.</p> <p>Continuous close monitoring of environment. Seek further guidance from LA H&S (Paul Hutchinson) if required.</p> <p>Track and Trace to lead on identification of direct contact within the school setting</p>				

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		<p>encouraged to carry out twice a week Lateral Flow testing</p> <p>Access via the outside of the building as much as possible.</p> <p>Increased ventilation with open windows/doors.</p> <p>Posters showing requirements for social distancing displayed</p> <p>.</p> <p>Dedicated Hand gel / hygiene boxes for all classes</p> <p>Pupils in Year 5 and Year 6 encouraged to carry out daily lateral Flow testing when a positive case is linked to their class or for families/carers to be encouraged to twice weekly lateral flow testing</p> <p>If single positive case within class setting all close contacts encouraged to get PCR test</p> <p>If multiple positive cases within a class, all close contacts to book a PCR test and return to school after a negative result has been received – this will be carried out in conjunction with Public Health</p> <p>Regular hand washing</p>					

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		Individual hand sanitisers for staff personal use provided with clips for lanyards and belts.					
In the event of bubbles returning	Pupils Parents Staff	<p>Staff rooms to be zoned and maximum occupancy adhered to.</p> <p>Exclusive staff teams to work within “bubbles”</p> <p>Class bubbles will only be breached in an emergency situation or as and when the leadership team it is necessary to ensure a smooth running of school.</p> <p>Access via the outside of the building as much as possible.</p> <p>Reduced numbers of children mixing. Encourage children to sit side by side rather than opposite. Front facing activities if possible.</p> <p>Increased space within classrooms – non essential furniture, soft furnishings and canopies removed.</p> <p>Increased ventilation with open windows/doors.</p> <p>Identified drop off/pick up points.</p>	See Infection Control Poster	C			

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		<p>Separate external doors for different double bubbles</p> <p>Staggered start/finish times.</p> <p>Posters showing requirements for social distancing displayed</p> <p>1metre + expectations visually displayed.</p> <p>Dedicated Hand gel / hygiene boxes for all class bubbles Additional PPE equipment, hygiene and sneeze stations located central to each double bubble.</p> <p>Limit staff working in front office.</p> <p>Additional space identified for staff breakout room. Staggered times available</p> <p>Regular hand washing</p> <p>Individual hand sanitisers for staff personal use provided with clips for lanyards and belts.</p> <p>Masks to be worn by staff in corridors (communal areas)</p> <p>Parents asked to wear masks on school site when dropping off and collecting children.</p>					

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Cross contamination from one location to another in the building	Pupils Staff	Specified classrooms and activity areas available. Wall mounted hand sanitisers at entry/exit points and bathrooms.		C			
Cross contamination from one resource/equipment to another.	Pupils Staff	Process at the end of the day to clean small equipment using spray Antibacterial wipes available in classroom. Daily cleaning schedule in place	See infection control poster. See zone plan. Cleaning schedule for within building and external areas. Use of spray device for Milton on large play equipment.	C	Class staff Site staff Cleaning staff		
National/Local lockdown restrictions /increase in "R" rate	Pupils Staff Parents	Close liaison with Public Health Bolton and local authority. Regular review of procedures in place. CV/CEV members of the Ladywood community, including pregnant women, should attend work/ School as normal following Government guidance and Risk Assessment	Communication with parents regarding any changes Following policy from performance department of Bolton Council	C	SLT		
Pupils who are shielding/self isolating/quarantine	Staff Pupils	A small proportion of children may not be able to attend because of clinical or public health advice.	Development of Class Dojo system for uploading learning and videos	E	SLT		

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following leave of absence (eg. holiday)		<p>This is because: They are self-isolating with Covid-19 symptoms or have received a positive test They are a close contact with someone who has Covid-19 There has been a rise in the disease in the local area and shielding is advised temporarily Pupils who have had leave granted for holiday or family visits who are then subject to enforced quarantine.</p> <p>In the event of any of the above, the following actions have been put in place: Distance learning packs supporting EHCP Dedicated class email addresses for dynamic contact with parents Appropriate home learning packs available Weekly welfare calls from class teams School to sign post support from other appropriate services.</p>	Escalating level of support from Senior Leadership Team				
Bio hazards (toileting/intimate care/sensory behaviour ie. Spitting) Vomit	Pupils Staff	<p>Aprons/gloves/masks to be worn for toileting</p> <p>Staff involved with intimate care and changing should wear apron/gloves/mask and visor</p> <p>PPE equipment (as above including visor) to be worn. Solidifying crystals to be used – disposal in nappy bin.</p>	<p>See infection control poster</p> <p>Intimate care protocol</p> <p>Alternative to face visors – safety glasses.</p>	C	<p>Class staff</p> <p>Site staff</p>		

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		Intimate care schedule in place to allow sufficient time for cleaning between use. Walkie Talkies used at Little Ladywood to indicate when the hygiene room is available.					
Disruptive behaviour Not being able to maintain social distance when providing support Spitting Biting	Pupils Staff	Reward and encourage. Use visuals to clarify expectations. Clear boundaries and expectations. Variety of PPE available depending on pupil needs (visor/glasses). Social story to prepare children for the use of PPE in school. All pupils vetted for COVID symptoms at school and home. Expectations communicated for parents to be vigilant regarding symptoms. Adults to be team-teach trained Avoid physical intervention – report to SLT and parents Staff to follow usual behaviour protocols Posters reminding of social distance, frequent hand washing and cleaning facilities in place. All classrooms have sinks for frequent hand washing.	Individual risk assessments and behaviour plans completed for children with frequent behaviours that challenge. Dynamic risk assessments Alternative to face visors – safety glasses. “Safe working in education, child care and children’s social care settings” Gov UK 21.7.20 Refers to non symptomatic children receiving usual care and support.	C	Class staff LB		

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		Specific children to have individual risk assessments. To facilitate de escalation and physical movement breaks (As necessary) staff to wear face coverings to escort children around school.					
Known medical needs	Pupils Staff	Prescribed medication readily available as identified in specific care plans	Staff trained to administer medication within the bubbles.	E	Class staff School nurse		
COVID symptoms	Pupils Parents Other professionals Staff	<p>PPE equipment available for accompanying staff who are supporting individuals with any symptoms.</p> <p>Government guidance followed for track and trace and quarantine periods.</p> <p>Isolation room at Ladywood – medical room Isolation room at Little Ladywood – meeting room PPE equipment used in isolation room to be double bagged and stored for 72 hours before disposal. Isolation room sprayed with antibacterial solution and left for 72 hours after use.</p>	<p>See infection control poster</p> <p>Staff Briefing information</p> <p>Isolation room identified and protocol for contacting parents and expected subsequent isolation times.</p> <p>Follow guidance from Bolton Council – Policy and Performance Dept.</p> <p>10 day Self isolation guidance</p>	C	SLT All staff		
First aid	Pupils Staff	First aid boxes in classrooms First aiders in school building School nurse on site Mon/Tues/Thurs/Fri	See infection control information. Staff briefing information	E	Certified first aiders		

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		First aiders on call in school building to wear full PPE					
Cleaning fluids - Enhanced daily cleaning needed for equipment and surfaces	Pupils Staff Poisoning	School compliant with COSHH regulations Cleaning products in school and classrooms kept high out of pupils reach Chemical containers to be less than 5 litre capacity.	Only cleaning products purchased by school to be school premises in clearly marked containers	C	All class staff Site staff Cleaning staff		
Hand sanitiser Drinking Skin irritation	Pupils Staff	Hand sanitiser at key points in school. Kept out of reach Close supervision of pupils – encouraged to wash hands rather than use hand sanitiser. Pupils with skin conditions known to school nurse and class teams.	Site staff to refill bottles when needed. Large and small bottles to have clear labels.	E	All staff Site staff		
Visiting professionals and services Risk from virus Pupils anxious about appearance of adults in PPE	Pupils Staff	All visitors asked should lateral flow test before visiting the school Regular hand washing Social stories reflecting adults wearing PPE Ladywood to request guidance documents from other services. Direct contact through Track and Trace Social distancing measures and guidance posters in place.	Knowledge of expectations of other services ie. Services directing staff to wear PPE	D	Office staff/SLT		

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Contractors/Visitors	Pupils Staff Contractors/Visitors	<p>All visitors asked should lateral flow test before visiting the school</p> <p>No unauthorised visitors allowed into building, appointment only entrance. Planned visits to be recorded in the diary at reception at Little Ladywood and Ladywood (respectively).</p> <p>Essential contractors only</p> <p>During National Lockdown no visitors to be within school during pupil attendance hours. Any Essential contractors brought in out of school hours and all staff informed</p> <p>Direct contact through Track and Trace</p>	Site manager to inform SLT of expected contractors. Essential contractors to wear face masks available at main reception desk.	D	AH		
Availability and use of PPE: Gloves, aprons, masks, visors and safety goggles/glasses Pupil anxiety	Pupils Staff	<p>Hygiene and sneeze stations strategically placed around school as well as in each class bubble.</p> <p>Covered bins</p> <p>Wall mounted hand sanitisers</p> <p>Guidance poster for putting on and removing PPE displayed in classrooms and close to bathroom facilities.</p>	<p>Consider use of safety goggles as an alternative to visors</p> <p>Arrange with site staff to replace and refill as necessary.</p>	E	All staff RF/AH		

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		or seek advice from DofE or other authoritative body if needed. Updated fire and invacuation procedures in place. Updated PEEPS					
BAME, pregnant, vulnerable staff/visitors.	Greater risk of getting the infection, experiencing more severe symptoms and higher rates of death. (.gov.uk)	Enhanced cleaning procedures in school. Hand sanitiser readily available. Staff and visitors to wear face masks in public areas of school. PPE available and actively encouraged.	Opportunity to discuss avoiding high risk tasks eg. intimate care Individual risk assessments completed as required.	E	ST LS		

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work should not be started or continued until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.